### DWD CARS ACCOUNTING REPORTS MANUAL

Wisconsin Works (W-2) Agencies

CHAPTER IV

### **CARS #2003**

Revised 01/00

**PROFILE ID TITLE:** W-2 Education

**FULL TITLE:** Wisconsin Works (W-2) Education.

#### REPORTING INSTRUCTIONS:

Report W-2 Education costs for W-2 eligible participants including participants that are W-2 eligible but have chosen food stamps only (Minor Custodial Parents, Pregnant Women, Families with minor children) related to:

Costs related to services such as job testing, employee screenings, mentoring, career exploration/choices, and job coaching. Coordination with other educational units and coordination of the assignment of a software system such as PLATO, which allows job seekers to self-train on a self-paced basis on programs such as writing skills, math skills, improving literacy, remedial education, HSED/GED preparation classes, drivers education, ESL, resume writing, completing applications, interviewing techniques, employer expectations, and coworker relationships.

Costs associated with remedial education, literacy training, at or below the secondary level (e.g. ABD, ESL, VESL, GED, HS Diploma) and related case management costs.

Report short-term job skills training for career focused training programs such as vocational training classes. These must be tied directly to employment positions or occupations for which there are immediate job openings in the community such as: basic welding; keyboard/data entry; certified nursing assistants; utility installation; office software; food preparation; electronic assembly; child care; press production; entrepreneurial/small business; and hospitality training.

Skills training directed by the employer will count as part of the required weekly work hours (up to 30 hours per week). The W-2 agency may assign up to 10 hours per week skill training to a CSJ participant and 12 hours per week skills training to a W-2 Transition participant. The FEP may aggregate skills training to achieve a short-term intensive skill training program but it must be mixed with some work activity and cannot be full time.

**PROFILE TYPE:** Contract Controlled (F)

**EXPENSES ROLL TO THIS PROFILE FROM:** N/A

**EXPENSES ROLL FROM THIS PROFILE TO: 2250** 

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: N/A

**REIMBURSEMENT %: 100** 

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# **CARS #2003 (Cont)**

PREPAYMENTS: N/A

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: 93.558

**DIVISION RESPONSIBLE:** Division of Economic Support